

# Lynchburg Parking Authority

## Minutes

City Manager's Office  
900 Church Street  
Lynchburg, VA 24504

Tuesday, April 13, 2010  
3:00 pm

**Members Present:** Chairman Dennis Howard, Michael Gillette, Ripley Owen, Angela Hamilton, Bert Dodson, Tom Gerdy

**Staff Present:** Kim Payne, Norman Hale, Cheryl Foxx

**Not Present:** Terri Proffitt

Meeting was called to order by Dennis Howard.

Minutes from the February 9, 2010 meeting were approved with an amendment. (Answer to the 3<sup>rd</sup> question was amended to read "Main Street between 5<sup>th</sup> and 12<sup>th</sup>").

### Parking Update

Staff continues to address, observe and analyze the parking issues on Court Street. The Parking Manager will be making a recommendation to the City Manager on options to address the parking concerns on Court Street within the next few weeks.

Staff continues to track private parking lot enforcement requests. An update will be provided at the next meeting.

The City's Engineering Division is responsible for management of the City's on-street parking permit program according to the City Code.

The proposed parking budget was reviewed. The parking budget has been separated from the City Manager's budget and has been moved from the general fund to a cost center. Positions have been increased from 2.5 to 3. The current Buildings & Grounds employee that is responsible for cleaning the parking deck will be shared with Parking Management.

According to information from Lynch's Landing there are 325 spaces at the Midtown Deck. Out of the 325 spaces, 285 permits at \$50.00 each have been issued. The number of spaces varies from month to month. Lynch's Landing projects parking fees of \$185,000 for the deck in FY 2010/2011.

Councilman Gillette says that it is important to reflect true cost.

### Parking Management Equipment Contract Update

City Staff completed the draft contract to purchase the equipment with the recommendation that the City/ Parking Authority enter into the contract on May 15, 2010. The first phase is to purchase 3 handhelds and 2 pay stations. The pay stations will be installed at Clay Street and Mid Town Parking Deck. The new pay stations will replace the current pilot pay station. The handhelds will be used to issue parking tickets through the implementation process. Duncan will process the City's parking tickets issued from the handhelds until the new software has been installed and staff training is complete. This allows parking to utilize some of the technology and is expected to increase revenue, because information will be more accurate. This will give our staff a chance to

get use to using the handhelds for the various tasks that can be performed. Pay stations will have an option to give receipts. It will be a pay and display. It is recommended that we be consistent with all decks. Pay by space is still recommended on-street because it reduces the maintenance and operational costs.

Q - Councilman Dodson – Will customers get a ½ hour free?

A – Norman Hale – It will cost \$8000 to \$10,000 to write the software. Managing the button that allows for the ½ hour free would be very difficult to enforce because the parking customer would be able to push the button unlimited times to receive free parking.

Q - Councilman Gillette – Can you charge a different rate for the first hour?

A - Norman – Yes. The pay station is set up to provide the first hour for 25 cents.

Kim stated that once the contract is signed by Duncan and our representative is identified, they can come speak with the Authority. We need to understand their philosophy.

Norman will request a representative from Duncan Solution be present at the next Parking Authority meeting on June 8, 2010.

#### Next Steps

A series of informational meetings will be scheduled to give people the opportunity to learn about upcoming changes in parking and listen to their concerns.

Meeting Adjourned

Next Meeting June 8, 2010